



CONSTITUTION
and
HOUSE RULES
of the
TWENTIETH BATTALION
CLUB



20TH BATTALION CLUB

• *Constitution*

ARTICLE 1.

Name.

The name of our Organization shall be the Twentieth Battalion Club.

ARTICLE 2

House Rules.

- 1—The Twentieth Battalion Club is formed for the promotion of good fellowship and establishment of a closer tie between the ex-members of the Twentieth Battalion C. E. F., and the maintenance of a club for the accommodation, convenience, and entertainment of its members.
- 2—Veterans that served at anytime with the Twentieth Battalion C. E. F. in Canada, England and Flanders may be proposed for membership. Only those duly accepted and with their fees paid up have voting privileges in the Club.
- 3—Membership fee shall be \$1.00 per year. All members shall carry a membership card and be duly recognized before being admitted to the premises.
- 4—Any member introducing a guest is responsible for said guest's conduct and actions and must see that the register is properly signed.
- 5—Party politics and religion shall not be discussed in the Club rooms.
- 6—A member shall be liable for any damage he may do to the property of the Club.
- 7—Gambling in any form shall not be permitted in the Club.
- 8—A member shall in no case give a personal reprimand to any employee. A complaint must be made in writing to the Secretary.
- 9—Loud talking, unwarranted intrusion upon other members, profanity and drunkenness prohibited.
- 10—The Executive Committee of its own motion may suspend indefinitely any member, who in their opinion has wilfully broken the rules of the Club, or who may by his conduct and actions bring discredit on the Club or be detrimental to the comfort of its members. Such suspended member shall have the right to appeal to a general meeting of members. While suspended the member shall have no privileges of the Club.

- 11—The Club Stewart shall be responsible at all times for the conduct of its members and their guests, and is empowered by the executive committee to take any such action as he may consider necessary to enforce the rules of the Club.

The Club Premises are open from 10.00 A.M. until 12.00 midnight every day except Sundays.

ARTICLE 3

- 1—The affairs of this Club shall be managed by a Committee to be known as the Executive Committee, which shall be composed of, A President, A Past President, A Vice-President, Secretary, Treasurer, Asst. Secretary and Seven Committee men, all to be elected by ballot. Neutral scrutineers to be appointed.
- 2—The President, Vice-President, Secretary, Asst. Secretary Treasurer and Seven Committee men shall be elected at the annual meeting of the Club, which is to be held on the first Friday in May of each year. They will hold office until the next annual meeting of the Club. The following shall also be elected at the Annual Meeting but shall not be members of the Executive Committee—Sgt. At Arms, Marshall, Three Standard Bearers, Bugler.
- 3—Any office becoming vacant shall be filled by ballot at the following general meeting after which the vacancy occurred.
- 4—The Club shall hold at least one general meeting in each quarter.
- 5—The accounts of the Club shall be audited by a Chartered Accountant monthly, who shall be specified by the Executive Committee of the Club and ratified by the Annual Meeting of its members.

ARTICLE 4

POWERS AND DUTIES OF OFFICERS

President.

The President shall preside at all general meetings and Committee meetings. He shall not vote at any meeting except in the event of a tie vote being recorded. He shall then cast the deciding vote. He shall see that all members of the Executive Committee of the Club perform their duties. He shall in conjunction with the Treasurer and Secretary sign all cheques when properly filled in.

Vice-President.

The Vice-President shall assist the President and in the event of the President's absence shall perform his duties.

Secretary.

It is the duty of the Secretary to notify all members in writing of all general meetings and to receive and place before said meetings all correspondence and to deal with

the same upon instructions from the Executive Committee. He shall keep a record, names and addresses, of all members of the Club.

Assistant Secretary.

The Assistant Secretary shall keep the minutes of all meetings and a true record of all business transacted at these meetings. He shall assist the Secretary generally in the performance of his duties.

Treasurer.

The Treasurer shall take charge of all monies of the Club and shall pay all accounts when duly authorized by the Executive Committee. He shall keep a complete and true record of all receipts and expenditures. The Treasurer shall report to the Executive Committee at all of their meetings the receipts and disbursements of the Club and the amount of the funds to the credit of the Club in the bank and the amount of money on hand not deposited. All monies collected by the Treasurer from whatever source shall be deposited in one of the Chartered Banks of Canada in Toronto. Said bank to be designated by the Club Executive Committee, all cheques signed by the Treasurer and Countersigned by the President and Secretary. He shall at all times have his books ready for inspection by the Auditors and shall attend before them when required to do so. He shall present the auditors report to all general and executive meetings. The Treasurer shall be bonded in the amount of (\$1,000.00) by a recognized bonding company. Bonding fee to be paid by the Club.

The Executive Committee.

The Executive Committee shall manage the affairs of the Club. They shall appoint such Sub-Committees as may be found necessary to assist in carrying on the affairs of the Club. They shall be empowered to make such expenditures as may be found necessary in the interests of the Club. Seven members shall constitute a quorum. A Steward shall be appointed by the Executive Committee. He shall have charge of the Club premises and the serving of refreshments on the premises. He shall be empowered to employ and dismiss the help required to maintain the services of the Club and shall be responsible to the Executive Committee. He shall keep daily records of receipts, disbursements and make an accounting to the Treasurer whenever called on. The Steward shall be bonded in the sum of (\$1,000.00), fee to be paid by Club.

Sergt.-At-Arms.

To take charge of the door of the meeting and to admit no person who is not a duly qualified member, also at the President's direction to remove any member not properly conducting himself.

Marshal.

To take full charge of all parades and assemblies and appoint such assistance as he may require. He shall be

responsible for the formation, marching and discipline of same.

Standard Bearers.

To act as bearer of all flags, banners and flowers on all parades of the Club.

Bugler.

To be available for all parades and appoint such assistants as he may require.

ARTICLE 5

Conduct of Meeting.

The order of business at meetings shall be as follows:

1. All meetings must open with one minute's silence in honor of departed comrades.
2. Minutes of previous meeting.
3. Correspondence.
4. Treasurer's report.
5. Election of officers.
6. Reports of Committees.
7. New Business.
8. Notice of Motions.
9. "God Save The King."

ARTICLE 6

- 1—A Member shall address the chair when speaking at a meeting.
- 2—He shall only speak on a matter of business which is properly before the meeting.
- 3—When a member has the floor no other member shall speak. The President shall rule as to precedence of speakers.
- 4—A Member shall speak only once to any motion.
- 5—No Member shall be allowed to speak or vote at any meeting who is not a paid up member of the Club.
- 6—If, in the opinion of the President a member of the Club has conducted himself in a manner which disturbs the orderly tenor of a meeting, the President shall request the Sgt.-At-Arms to remove said member from the meeting.
- 7—It is the duty of the President to see that the business of the Club is not impeded by frivolous discussions or irrelevant points of order and he may at anytime exercise his discretion (subject to an appeal of a two-thirds majority of those present and entitled to vote) to cut short any discussions and proceed with the business.